

## DEPARTMENT OF HEALTH PROFESSIONS - DIRECTIVES

**DIRECTIVE NO.:** 5.2

**EFFECTIVE:** \_\_\_\_\_

**SUPERSEDES:** \_\_\_\_\_

**APPROVAL:** \_\_\_\_\_

### 5.2 PROCUREMENT OF GOODS

**Purpose:** To ensure agency purchases comply with State rules, policies and law.

**Policy:** It is policy of the Department that agency purchases will comply with State rules, policies and law and to receive maximum value for goods purchased.

**Procedure:** Goods are defined as "material, equipment, supplies, printing and automated data processing hardware and software". This Directive should not be confused with Directive 5.1, which states agency policy on procurement of nonprofessional services or with ordering stockroom supplies.

All purchases of goods shall originate on a Goods/Printing Purchase Request form. Supply catalogues are available in the Purchasing Section and can be very useful in determining what is available to meet your needs as well as giving an adequate item description to ensure prompt procurement.

After all goods being requested have been entered on the Purchase Request, the individual making the request must sign his name on the top signature line labeled "Requested By".

This purchase request must be signed by the designated cost center manager or Board Executive. By his signature, the manager or Board Executive approving the request certifies that:

1. funds are available within the cost center budget for this purchase;
2. the goods are necessary for a purpose authorized by law; and;
3. the request is coded to the proper cost center(s).

After approval, the request must be forwarded to the Purchasing Section. If the request is for goods over \$2,000, the Purchasing Section will forward it to the Finance Director for approval prior to issuing a purchase order. If the purchase request is for goods under \$2,000 the Purchasing Section will approve the purchase order. After approval by either the Finance Director or the Purchasing Manager the Purchasing Section will begin processing the requisitions. (If the request is denied, it will be returned to the cost center manager or Board Executive).

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The Purchasing Section will be responsible for the conduct of the purchase, compliance with the Procurement Act, and for ensuring that the goods reach the originator of the request. The originator will be responsible for signing the Receiving Report on the State invoice form when the goods are delivered.

Exceptions

This Directive shall not apply to:

1. expenditures for goods of less than \$20 of an immediate need not available through normal supplies, reimbursable on a travel voucher or by petty cash;
2. expenditures of an emergency nature of less than \$50, which shall be approved by a Purchase Request form as soon as practical;
3. expenditures of an emergency nature of more than \$50 approved orally by the Finance Director, Senior Deputy Director, or Director, which shall be approved by a Purchase Request form as soon as practical; or
4. supplies stocked in central storage (stockroom).
5. office supplies purchased through the American Express Corporate purchasing card if employees authorized to handle the purchase have been trained.

